



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

NSLP CN# 30-08

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Health & Nutrition Services

Nicholas Dunford, Financial Services Director
Health & Nutrition Services

Date: June 13, 2008

RE: **First Clarification of memo NSLP CN# 14-08** -- Approval of all procurement documents for Food Service Management Company (FSMC) services.

Original Signed

This memo serves as the first clarification of memo **NSLP CN# 14-08**. Specifically, this memo serves to provide explicit guidance with regard to the requirement that the **Arizona Department of Education (ADE) must review and approve all procurement documents for FSMC services in advance of contract execution**. This means that:

- 1) a Local Educational Agency's (LEA) **Request for Proposal (RFP)** to obtain the services of a FSMC must be reviewed and approved by ADE **prior to the RFP being advertised**;
- 2) a LEA's **contract** with a FSMC must be reviewed and approved by ADE **prior to the contract being signed by the LEA and FSMC**;
- 3) a LEA's **contract renewal** with a FSMC must be reviewed and approved by ADE **prior to the contract renewal being signed by the LEA and FSMC**; and
- 4) a LEA's **contract amendment** with a FSMC must be reviewed and approved by ADE **prior to the contract amendment being signed by the LEA and FSMC**.

If you have questions or concerns regarding this memo, please contact Nicholas Dunford at (602) 542-8724 or email at Nicholas.Dunford@azed.gov.